

Appendix H

DOCUMENTATION REQUIREMENTS FOR ACQUISITION OF LAND AND INTERESTS IN LAND (SNPLMA & FLTFA)

IGO/Task Order

1. Cover Letter requesting an IGO/task order in accordance with the Implementation Agreement, include project name and project number; include amount of request. The amount requested should be the total amount available (amount approved by the Secretary plus the allowed contingency amount).
2. Acquisition Schedule (i.e., time line for executing contract and completing acquisition)
3. Estimated Necessary Expense Sheets (Form Appendix B-1 and B-9).

Quarterly Reimbursement/Payment

1. Cover Letter requesting payment and attesting to compliance with the SNPLMA Implementation Agreement, the terms and conditions of the IGP/Task Order (include IGO/Task order number), the Uniform Relocation Assistance Real Property Acquisition Policies Act of 1970 (PI-91-646), and all applicable agency real property acquisition policies.
2. Invoices/Receipts for Direct Costs (e.g., settlement statement for escrow/title fees, invoices for contracted appraisals, etc.).
3. Agency fiscal records for eligible direct labor, travel, and official vehicle use and other necessary expenses. If not included on fiscal records for direct labor provide the name of the individual(s), role on the project, number of hours requested, and pay rate per hour. Name of traveler, dates and purpose of travel should be provided if not included on fiscal records for travel. For official vehicle use, annotate fiscal records to demonstrate appropriate project use of official vehicles..

Final Reimbursement/Payment: Submit a cover letter as described above, advising that the acquisition has been completed and this is a final reimbursement request. Attached items # 3, 6, and 7 for any necessary expenses not previously reimbursed. Also submit the following:

4. Copy of the Title Insurance Policy in the amount of the purchase price or include a certification that the coverage amount is consistent with the DOJ title standards.
5. Recorded Deed (conformed copy is acceptable).
6. Copy of appraisal review and agency approval of the appraised value for the transaction. A copy of the actual appraisal report is not required unless specifically requested by the SNPLMA Division.
7. Final Title Opinion (if not available when the final reimbursement is submitted, submit a copy when it is received).

If acquisition can not be completed: Submit documentation for necessary expenses incurred to reach a determination that the property cannot be acquired.